

Minutes from the June 16, 2004

Printing and Mail Managers Exchange Forum Teleconference

Twenty-one individuals participated in the Printing and Mail Managers Exchange Forum, which included Printing and Mail Managers and Contractors

Comments/Additions to last Months Minutes

No corrections were made to the May 2004 Teleconference Minutes

Mail Agenda items

Mail Guide and Mail Manual Update

Al Majors, Headquarters informed the group that the Mail Manual is currently being reviewed and will be updated. The Manual will contain information on the various General Services Administration's mail regulations, reporting requirements, U.S. Postal Services regulations and etc. In addition to updating the Mail Manual a new mail guide will be written. The guide will focus on classes of mail, mail carriers, vendors and etc. Mr. Majors asked the group for items/ suggestions that feel should be included in both the Guide and the Manual.

Linda Adams, Savannah River Site asked Mr. Majors if Headquarters is planning to submit the Guide and Manual to sites for comments. Mr. Majors said he is not sure if the Guide would go out for comments, but the Manual will go out for comments. Sue Silva, Western Area Power Administration asked if the Guide would contain information on mail security. Mr. Majors said the Guide will contain information on mail center security and he also said that each site was to have submitted its own mail center security plan to headquarters for review.

National Postal Forum

Mr. Majors reminded the group that the National Postal Forum is scheduled to take place in Washington, DC on September 19-22, 2004. Mr. Majors and Tony Nellums, Headquarters will attend the forum. Mr. Majors asked the group if any sites are interested in attending the forum. No sites expressed a need to attend the forum.

Speakers for the upcoming FY 2005 Printing and Mail Conference

Mr. Majors asked the group if any potential speakers for the conference have been identified or need to be contacted. Ms. Adams informed the group that she has obtain a brochure on the National Postal Forum that contains the list of speakers and the various workshops and other sessions related to government mail and that it can be used to get ideals and potential speakers for the conference. Mr. Majors said he would be attending sessions on mail security and is planning to use those sessions as an avenue to obtaining speakers and possible conference topics.

Cathy Marciante, Oak Ridge Operations Office recommended that Mr. Majors contact the Mail Manager at the Pentagon as a potential speaker on mail security since the Pentagon has gone through

major security changes in the wake of 911. Ms Marciante went on to say that after 911 the Records Management Conference obtained the Records Manager from the Pentagon to speak at the conference about his experience after 911.

Anthony Garcia, Los Alamos National Laboratory suggested contacting John Joyce who is a motivator speaker. Mr. Garcia had previously obtained Mr. Joyce services to speak to the mail staff at Los Alamos National Laboratory.

Printing Agenda Items...

Update the List of Site Name Changes and Contact Persons for the Upcoming Three Year Plan

Dallas Woodruff, Headquarters informed the group that he would be sending a request to the sites in regards to obtaining updated information on site names changes and sites printing contacted names changes. The information will be used to update the list of site names and contact persons for the upcoming Three-Year Plan mail outs and for other future mail outs to sites.

No questions were asked on this topic.

Upcoming FY 2005 Printing and Mail Conference “Printing ”

Dallas Woodruff, Headquarters reminded the group that Headquarters is requesting feedback in the printing area for the upcoming conference such as topics, conference locations and if any site would like to participate on the agenda for the conference.

No questions were asked on this topic.

U.S. Government Printing Office Circular Letters

Dallas Woodruff, Headquarters informed the group that the Government Printing Office is recommending agencies representatives to subscribe to the GPO Circular Letters. The e-mail address is [circulars@ gpo.gov](mailto:circulars@gpo.gov). The circulars letters contain valuable information in regards to upcoming publications and other items that are to be printed, as well as other GPO information.

Attendance

National Renewable Energy Laboratory (2)
West Valley Nuclear Services
Savannah River Site
Los Alamos National Laboratory
Western Area Power Administration
Oak Ridge Operations Office
Bechtel Nevada
Headquarters (3)

Oak Ridge National Lab
Strategic Petroleum Reserves Office
Schenectady Naval Reactors (2)
Flour Fernald
NNSA Service Center Albuquerque
National Security Complex Y-12 (2)
NNSA Service Center, Nevada
The Grand Junction Office